Employer: The Diversity Center of Northeast Ohio
Assignment Address: 3659 Green Rd. Suite 220 Cleveland, Ohio 44122
Job Category: Liberal Arts/Humanities
Number of Openings: 2
Work Schedule/Hours: Flexible
Internship Duration: 10 weeks
Internship Dates: May 28 – August 9, 2019

Company Profile:
The Diversity Center of Northeast Ohio, founded in 1927 as The National Conference of Christians and Jews (NCCJ), is a human relations organization dedicated to eliminating bias, bigotry, and racism. Our work includes creating safe spaces to discuss issues of discrimination. Through in-school and out-of-school programs, conferences, residential retreats, special events, and workplace initiatives, our work uses a social justice framework to show the history of inequity, while empowering participants with tools and resources to work towards change in their own communities. The Diversity Center’s vision is to create communities where all people are connected, respected, and valued. The Diversity Center is a member of the National Federation for Just Communities.

Individuals will have the opportunity for exposure to nonprofit management, community engagement, marketing strategies, event planning and the elements of program development, delivery and analysis. SHIFT Consulting, our professional services division, works with corporations, government agencies, higher education institutions, and nonprofit entities to create inclusive, equitable workplaces through Diversity and Inclusion trainings and full-service organizational consulting. Our School & Youth programs empower thousands of youth and youth-serving professionals to build environments that promote respect, acceptance, and inclusion. Our programs allow students to increase knowledge and build skills, while exploring aspects of diversity in a safe and supportive environment. Students who participate in DCNEO programs learn how to become leaders and positive change agents in their schools and communities.

Job Responsibilities:

- Assist in program preparation and delivery with DCNEO staff members.
- Explore and research for relevant data, theory, and practices surrounding topics of diversity, multiculturalism, equity, and inclusion.
- With the support of a supervisor, design, develop, and implement curriculum based on a topic of your choice.
- Utilize the SPSS software system to analyze program effectiveness and delivery.
- Collaborate with Engagement Manager to support client relations and outreach.
- Create marketing materials for client outreach and program.
Required Qualifications:
- Knowledge of Microsoft Office and social media sites.
- Flexible team player with the ability to pursue and complete individual projects.
- Strong work ethic and respect for confidentiality.
- Excellent communication skills, written and interpersonal.
- Desire to engage and advocate for marginalized groups (people of color, women, youth, etc.) with a focus on social justice.

Preferred Qualifications:
- Organized and detail oriented.
- Ability to think creatively and outside of the box.
- Related degrees/fields of study include, but are not limited to: education, psychology, sociology, gender and sexuality studies, diversity/multicultural studies, etc.